



When can I retake an exam?

If you have been admitted to a competitive examination or noncompetitive qualifying examination for any classification, you will not be permitted to retest for the same examination for a period of twelve (12) months following the notice of test results unless:

1. A new test has been developed and is being administered.
2. You are a current City employee.
3. You failed a typing or data entry performance test for the classification.
4. The examination is for Police Officer, in which case you may retest no more than twice in a twelve-month period.

Can I retake an exam component?

If you have been admitted to a competitive examination or noncompetitive qualifying examination for any classification, you will not be permitted to retake any component of the same examination for a period of twelve (12) months following the notice of test results unless the Commission offers the test and:

1. A new test has been developed and is being administered.
2. You are a current City employee.
3. The examination component is a typing or data entry performance test that you have not taken during the current calendar week.

How will a retest affect my current score?

If you take a second examination (or retest) for a classification while your name is on a competitive eligible list for that classification, your grade and score band will be based on the second examination. You do not have the option of choosing the best examination score! If you fail the retest while your name is on the current eligible list, your name will be removed from the eligible list.